

STAVIS SEAFOODS CONTRACTOR GMP **TRAINING PROGRAM**

This program has been created and implemented to instruct and train outside contract personnel in the policies and procedures of Stavis Seafoods Good Manufacturing Practices (GMP,\$) when working in and around facility processing, packaging, and storage areas.

- 1) All outside contractors are required to sign visitor log book in the cash sales office upon arrival at facility.**
- 2) All outside contractors will wear a visitors badge when working in the facility.**
- 3) Hairnets are required when working in processing areas.**
- 4) Food and drink are permitted in break room only**
- 5) Smoking is permitted in designated smoking area only.**
- 6) Pest management professional (PMP) will use only approved chemicals and devices for pest control purposes.**
- 7) In the event of an emergency, facility evacuation, all contractors are asked to remain on site and evacuate to the predetermined meeting place, the north side of the building by the property fenceline.**
- 8) Whenever a contractor is working in the facility and servicing a machine that would require a lockout/tagout, the contractor will follow their company's lockout/tagout program.**
- 9) If an injury to a contractor occurs on Stavis Seafoods company property, they will immediately notify their company contact or the closest supervisor.**

Name _____

Date_____

Signed certificates of instruction are kept on file in the Quality Assurance Managers office.